



# Louisville Metro Planning & Design Services

## SUBMITTAL REQUIREMENTS PRE-APPLICATION FOR MAJOR SUBDIVISION RECORD PLAT REVIEW

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR.,  
DIRECTOR

### All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant

PDS  
ONLY

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Completed Application form: must have docket number, name of subdivision, and location. Make sure someone is checked as the contact person. <b>The person who completed the application must sign the application on the reverse side.</b> The owner is not required to sign the application.  |
| _____ | _____ | 2. Four (4) blackline copies of the record plat tri-folded and prepared in conformance with Chapter 7 of the Subdivision Regulations (no signatures or surveyor's seal required for this submittal). <b>Must have State Plane Coordinates on all boundary line breaks.</b> (No signatures or surveyor's seal required for this submittal) |
| _____ | _____ | 3. If ownership has changed since Preliminary Plan approval, submit the name and address of all persons having an ownership interest in the application including Articles of Incorporation, if applicable.   |
| _____ | _____ | 4. A copy of the current deed if ownership has changed since Preliminary Plan approval.   |
| _____ | _____ | 5. Certification Statement, if the owner is in the form of a partnership, corporation, or company.  |

Louisville Metro Planning & Design Services  
444 South Fifth St.  
Louisville, KY 40202  
502-574-6230 Fax 502-574-8129



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- \_\_\_\_\_ 6. Please advise the applicant that the following items are not required at the time of Pre-application filing, but the case manager must receive them before the final plat can be recorded.  
(Check if submitted.)  
Agency letters: (Check the ones that are submitted.)  
\_\_\_\_\_ MSD - construction plan and record plat approval.  
\_\_\_\_\_ Public Works - construction plan approval and bond receipt.  
\_\_\_\_\_ Bell South.  
\_\_\_\_\_ LG & E.  
\_\_\_\_\_ Louisville Water Company.  
\_\_\_\_\_ Health Department.  
\_\_\_\_\_ Cardinal Point Letter from surveyor.  
\_\_\_\_\_ Other items as required \_\_\_\_\_.  
\_\_\_\_\_ Current Deed for parcel being platted.

- \_\_\_\_\_ 7. No fee is required at this time.

### **The following information, if applicable.**

- \_\_\_\_\_ 8. Deed of Restrictions for proposed subdivision.
- \_\_\_\_\_ 9. Homeowners Association Articles of Incorporation with a stamp from the Kentucky Secretary of State and recorded in the Jefferson County Clerk's Office.
- \_\_\_\_\_ 10. Homeowners Association By-laws for proposed subdivision.
- \_\_\_\_\_ 11. Corporate Resolution.

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### For Staff Use Only

**Date:** \_\_\_\_\_ **Staff:** \_\_\_\_\_ **Docket #:** \_\_\_\_\_

#### **Do not accept application if required materials are not submitted**

- \_\_\_\_\_ 12. Log the information into the Record Plat Log. The path in "Access" is:  
G:\Planning\DATA\Logs\Application Logs\Record Plats (NOT Recorded Plats)
- \_\_\_\_\_ 13. Stamp the date received on each page and plan.
- \_\_\_\_\_ 14. Write the docket number in **RED** ink on the lower right hand corner of each page and plan.
- \_\_\_\_\_ 15. Put all the materials together and place in the In-Coming Application Tray.

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